

TUITION REIMBURSEMENT AGREEMENT

This agreement made this _____ day of _____ 20____, by MONTGOMERY COUNTY, VIRGINIA, and _____, whose home address is _____, (Employee).

WHEREAS, §10.2 of the County's Personnel Policies and Procedures provides for financial assistance under certain terms and conditions to any employee who takes educational courses which are related to the employee's duties and likely to increase the employee's value to the County.

WHEREAS, the purpose of this agreement is to set forth the terms and conditions under which the County shall provide and Employee shall accept such financial assistance.

THEREFORE, in consideration of the premises and the mutual covenants contained in this agreement, the parties agree as follows:

1. Employee shall take the following course(s) or certification at the institution listed:

A. Course(s) or Certification: _____

B. Institution: _____

Address: _____

2. Department Director or Constitutional Officer approves this course of study or certification as consistent with those objectives described in its Personnel Policies and Procedures, for which financial assistance may be offered.
3. Employee shall at once notify the Department Director or Constitutional Officer of material change in the course of study or certification.
4. Pursuant and subject to the terms and conditions of §10.2 of the County's Personnel Policies and Procedures, County shall provide for Employee the following financial assistance in the form of reimbursement for costs of the course(s) or certification:

Reimbursement: _____

County shall make the payment due Employee within thirty days after Employee has completed the course(s) or certification and provided evidence of completion at sufficient grade levels called for in §10.2.

5. All tuition reimbursements shall be contingent upon the employee's continued service with County for a period of 12 months from the course(s) completion date. An Employee who voluntarily terminates employment or is terminated within 12 months of course(s) completion shall reimburse County on a prorated basis, the amount received through the Tuition Reimbursement Program.

Employee authorizes County to apply all or any part of Employee's funds represented by his/her final check from County for wages and other benefits toward satisfaction of this obligation. Employee shall within ten days following termination of employment, pay any balance of this obligation due the County.

6. This agreement shall be binding on the parties, their successors and assigns.

Montgomery County, Virginia

By: _____
Department Director or Constitutional Officer

Semester

Employee

Date Signed

County Administrator

